

# INDIANA DEPARTMENT OF EDUCATION SUPPLEMENTAL EDUCATIONAL SERVICES

## 2005-2006 COMPLIANCE AND ON-SITE MONITORING REPORT

**FOR:**

**Babbage**

DOCUMENT ANALYSIS		OBSERVATION		COMPLIANCE	
<b>Tutor Qualifications</b>	Satisfactory	<b>Lesson matches original description</b>	Satisfactory	<b>Criminal Background Checks</b>	In Compliance
<b>Recruiting Materials</b>	Satisfactory	<b>Instruction is clear</b>	Satisfactory	<b>Health/safety laws &amp; regulations</b>	Not Applicable (On-line Provider)
<b>Academic Program</b>	Satisfactory	<b>Time on task is appropriate</b>	Satisfactory	<b>Financial viability</b>	In Compliance
<b>Progress Reporting</b>	Satisfactory	<b>Instructor is appropriately knowledgeable</b>	Satisfactory		
		<b>Student/instructor ratio: On-line</b>	Satisfactory		

**ACTION NEEDED:** Please remember that the incentive amount for an SES student cannot exceed \$100 per school year. Depending on how many hours a child completes each month the student incentive combined with the parental incentive has the *potential* to exceed this amount. So, please monitor the incentive distribution to insure that this does not occur.

## On-site Monitoring Visit Rubric DOCUMENT ANALYSIS Components

**NAME OF PROVIDER: Babbage**

**SITE: On-line**

**DATE OF SITE VISIT: 4/11/06**

**DATE DOCUMENTATION RECEIVED: 4/24/2006**

**REVIEWER: ST**

Providers will be required to submit documentation for each component during the site visit. If documentation is not available on-site, the director or head of the provider's organization, the site director, or another authorized representative will be required to submit documentation to the IDOE within seven (7) calendar days of site visit completion. **Failure to submit evidence will result in removal from the approved provider list.** Providers will be given an Unsatisfactory or Satisfactory for each component. Providers receiving an Unsatisfactory for any component will be required to address deficiencies within 30 calendar days of receiving their final report.

COMPONENT	DOCUMENTATION NEEDED	DOCUMENTATION SUBMITTED (IDOE use only)	U	S	COMMENTS
Tutor qualifications	<b>TWO</b> of the following: -Tutor resumes (all tutors) -Tutor evaluations (all tutors) -Recruiting policy for tutors -Sample tutor contract (one copy)	Tutor resume Recruitment policy		<b>X</b>	Tutor resume and qualifications listed in recruitment policy match original provider application.
Recruiting materials	<b>TWO</b> of the following: -Recruitment fliers -Incentives policy -Program description for parents -Advertising materials	Recruitment flyer Incentive policy Program description		<b>X</b>	Recruitment flyer and program description are in line with provider application. Incentives are in line with Indiana's Incentive policy as long as the total student and parent incentives do not exceed \$100 per school year.
Academic Program	<b>TWO</b> of the following: -Lesson plan -Detailed lesson description -Specific connections to Indiana academic standards -Description of connections to curriculum of EACH district the provider works with.	Lesson Description of connection to IN academic standards		<b>X</b>	Lesson is in line with provider application and Indiana academic standards.
Progress Reporting	<b>TWO</b> of the following: -Sample progress report -Timeline for sending progress reports -Documentation of reports sent	Timeline for progress reports Progress report		<b>X</b>	Progress reports are available online at anytime. Progress report availability matches provider application. Progress report matches sample in provider application.

## On-site Monitoring Rubric OBSERVATION Components

**NAME OF PROVIDER:** Babbage

**SITE:** On-line

**TUTOR'S INITIALS (ALL TUTORS OBSERVED):** On-line

**NUMBER OF LESSONS OBSERVED:** 1

**DATE:** April 11, 2006

**REVIEWER:** ST

**TIME OF OBSERVATION:** 2:15-2:45pm

During the site visit, IDOE personnel will visit several tutoring sessions to observe lessons being provided. IDOE reviewers will be looking to see that actual tutoring matches lesson plan descriptions that are provided in requested documents, as well as those that were provided in the original provider application; that tutors and students are spending an appropriate amount of time on task; that instruction is clear and understandable; and that instructors seem knowledgeable about lesson content.

Each provider will receive a mark of “Satisfactory” (S) or “Unsatisfactory” (U) for each component. Providers receiving a “U” in any component will be required to address deficiencies within 30 calendar days of receiving their final report. Failure to address deficiencies will result in removal from the state approved list.

COMPONENT	S	U	REVIEWER COMMENTS
Lesson matches original description in provider application	S		Students are directed to complete either a math or language online assessment to determine their individual strengths and challenges. After the assessment is completed, lessons related to students' challenge areas were available for students to select. Students sequentially begin working on concepts that they have not mastered by first reviewing study materials on the concept, next completing lessons to practice the concept, and lastly completing assessments designed to determine whether a student has mastered a concept. Progress reports were available for students to review each consisting of all of the scores on the assignments students completed.  Observed online lesson matches provider application.
Instruction is clear	S		Directions on the website were clear. When directions were not clear, assistance provided through the “help” icon was useful.
Time on task is appropriate	N/A	N/A	N/A On-line provider.
Instructor is appropriately knowledgeable	N/A	N/A	N/A On-line provider.
Student/instructor ratio: <u>N/A</u>	N/A	N/A	N/A On-line provider.

## On-site Monitoring Visit Rubric COMPLIANCE Components

**NAME OF PROVIDER: Babbage**

**SITE: On-line**

**DATE OF SITE VISIT: 4/11/06**

**DATE DOCUMENTATION RECEIVED: 4/24/06**

**REVIEWER: ST**

The following information is rated “Compliance” (C) or “Non-Compliance” (N-C). Upon IDOE request, selected documentation listed for each component must be submitted as part of the site visit monitoring. The contact person listed for each provider will be contacted for the required information and will be informed which documents, policies, or descriptions will be required for the compliance components. Documentation may be submitted by the company or organization head, an on-site representative, or any other authorized representative appointed by the organization. Documentation must be submitted during the IDOE site visit or within seven (7) calendar days after the site visit.

**Failure to submit compliance documentation will result in removal from the state-approved provider list.**

If a provider is deemed to be in non-compliance with any component for which evidence has been requested, the provider will be contacted and will be required to develop and submit a corrective action plan for getting into compliance within 30 calendar days. If the corrective action plan is not submitted, if the corrective action plan is inappropriate or insufficient, or if the corrective action plan is not implemented, the provider will be removed from the state-approved list.

COMPONENT	REQUIRED DOCUMENTATION	DOCUMENTATION SUBMITTED (IDOE USE ONLY)	C	N-C
Criminal background checks	<b>ALL</b> of the following:  -Criminal background checks from an appropriate source for every tutor and any other employees working directly with children.	Background check	<b>X</b>	
Health and safety laws and regulations	<b>TWO</b> of the following:  -Safety plans and/or records -Department of Health documentation of physical plant safety (if operating at a site other than a school) -Evacuation plans/policies (e.g., in case of fire, tornado, etc.) -Student release policies -Transportation policies (as applicable)	Not Applicable (On-line Provider)	<b>N/A</b>	<b>N/A</b>
Financial viability	<b>TWO</b> of the following:  -Notarized business license or formal documentation of legal status -Audited financial statements -Tax return for the past two years	Tax returns for FY 03 & 04 Certificate of Incorporation	<b>X</b>	